

Village of Cold Spring Historic District Review Board

85 Main St Cold Spring New York 10516 (845) 265-3611

Instructions for filing an Application for Certificate of Appropriateness

These instructions are intended to assist the owners of properties who are planning alterations or constructions of new buildings within the Cold Spring Architectural and Historic District. The boundaries are shown on the Historic District Map and further information is contained in the Design Guidelines. These are available at the Village Office, 85 Main St, Cold Spring NY and on this website.

The Village Ordinance establishing the District (Chapter 64) created the Review Board and directed it to review any proposed work in the District. The public policy of the Review Board to protect, enhance, perpetuate and preserve the elements and characteristics of 19th Century Hudson River Architecture that was the basis of creating the District. The Review Board is empowered to review any change, construction, reconstruction or demolition of exterior architectural features. "Exterior architectural features" means the exterior of any structure within the District that is visible from the street.

The following are typical exterior architectural features:

1. Overall architectural style;
2. General design, scale, arrangement, type and style of the following elements:
 - a. Siding material;
 - b. Doors;
 - c. Windows;
 - d. Light fixtures;
 - e. Signs;
 - f. Architectural features –trim, cornices, pilasters, etc.;
3. Exterior features such as air conditioners, commercial trash receptacles, fences, utilities, etc.

Types of work not subject to review by the Review Board:

1. Regular and normal maintenance which does not alter the appearance of the elements above;
2. Work which is not visible from the street;
3. Remedying of dangerous conditions when directed by the Fire Department, any court, or the Mayor and Board of Trustees;

4. The color of exterior elements.

In order for the Review Board to be able to make a prompt decision, it is important that materials submitted contain sufficient information for evaluation. The following is considered the **minimum** submission:

1. **Application Form** (3 copies) – completely filled out and signed. You will have to obtain at the Village Office the names and addresses of neighboring owners. This means all abutting properties and the property directly across the street.
2. **Photographs** (1 copy) – either black/white or color of the site/existing building and the immediately adjacent buildings on both sides. Polaroid photos are acceptable.
3. **Drawings** (3 sets) – scaled drawings showing the proposed work with enough detail to present a true picture of the intended alteration/new construction. The scale of the drawings should be appropriate to the size of the building and still show details of the architectural elements to be reviewed by the Board. All new materials must be clearly identified. Elements which are not dimensioned will be assumed to be drawn to scale. Stamped architectural drawings are not required but professional assistance is recommended.
4. **Supplemental information** (3 sets) – to further clarify the design intent as required by the proposed work. For example, scaled drawings of profiles of cornices, moldings, trim, etc.; catalogue cuts of light fixtures; general layout and lettering style of signs; and exterior mechanical fixtures.

The completeness of the above information will ensure a speedy decision. Your presence at the meeting cannot be overemphasized, as it will help to clarify any questions about the proposed work and will enable you and the Board to come to an agreement should there be any feature which may be unacceptable to the Review Board.